



TRAINING OPPORTUNITY

**Detrick Center for Training and Education Excellence
Fort Detrick, MD**

Course Title: MS Word 2000 Advanced

Description: Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

Use advanced techniques for working with styles. Create and use templates and forms. Enhance documents by drawing in a document and using clip art and WordArt. Manage long documents by adding a table of contents, an index, bookmarks, cross-references, and odd and even headers and footers, and by adjusting margins for document binding. Manage document changes by creating different versions of a document, tracking document changes, adding comments, and accepting or rejecting document changes. Prepare a document for an intranet by inserting hyperlinks, sound, a movie clip, and scrolling text into a web page.

Who should Attend & Prerequisites: *Windows 95: Introduction, Windows 98: Introduction, or Windows NT 4.0: Introduction; Word 2000: Level 1; and Word 2000: Level 2, or equivalent knowledge*

Dates/Location / Hour: 11 Apr 03, Ft. Detrick, MD, 0830 – 1530 DCTEE Classroom #3

Registration Deadline: 27 Mar 03

Cost: \$105.00

Vendor: Program Plus Computer Training, P.O. Box 192, Ogdensburg, NJ 07439

Course Manager: Denise Maddox, Tel. 301-619-7554, Fax 301-619-2884, E-Mail: Denise.Maddox@amedd.army.mil

Contact at APG **Cindy Ann Backhaus, DSN 458-0234, Commercial 410-306-0234**, Send an email message to the Course Manager if you are interested in taking this course: [Cindy Backhaus](#)

How to Nominate and Apply: Fax DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. **Do not attend unless you have received confirmation from the course manager.** Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTE: Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).